

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE
INSTRUCTION 31-201**



4 MAY 2016

Security

**JUVENILE MISCONDUCT
REVIEW BOARD (JMRB)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Andrew C. Resch)

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This instruction implements AFPD 31-1, *Integrated Defense*. This publication applies to all juveniles who commit offenses on Scott AFB and establishes procedures for disciplinary actions of those offenders. Need Applicability statement. This instruction is applicable to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: The removal of the requirement of 5 hours of community service at the exchange and the addition of a \$50.00 theft value amount for the requirement of the juvenile to attend the JMRB. Additionally most addresses have been updated to reflect current office locations.

1. General. The 375th Mission Support Group Commander (MSG/CC) is directly responsible for the JMRB. In accordance with this instruction, the military active or retired sponsor and DoD civilians are directly responsible for ensuring their dependents maintain good order, discipline, and for guests as well while on Scott AFB.

2. Program Management and Responsibilities.

2.1. The 375 MSG/CC directs activities of the JMRB and is the final authority for referring offenders to local civilian authorities.

2.2. The Deputy Commander (375 MSG/CD).

2.2.1. Chairs the JMRB, reviews recommendations, and determines the final outcome.

2.2.2. Signs correspondence directing disciplinary or administrative action.

2.2.3. Presents congratulatory letter of completion, once a juvenile has successfully completed the Juvenile Program. (Reference: [Attachment 5](#)).

2.3. The 375th Air Mobility Wing Staff Judge Advocate (375 AMW/JA).

2.3.1. Reviews all juvenile cases and makes recommendations of disposition to 375 MSG/CD.

2.3.2. Provides a representative to the JMRB.

2.4. The Commander, 375th Security Forces Squadron (375 SFS/CC).

2.4.1. Identifies juvenile offenders by initiating a police report.

2.4.2. Issues initial information letter to offender's sponsor or parent about the JMRB.

2.4.3. Notifies sponsor's first sergeant and/or commander of the JMRB date.

2.4.4. Provides a representative to the JMRB.

2.4.5. Notifies support agencies as applicable (e.g., Equal Opportunity (375 AMW/EO), 375th Force Support Squadron Airman and Family Readiness Center (375 FSS/FSFR), 375 Medical Group Mental Health Clinic (375 MDG/SGOW), 375 SFS Investigation Section (375 SFS/S2I), and the Army Air Force Exchange Services (AAFES) General Manager of offenders, so they can review their records for background information.

2.4.6. Compiles any police history on the offender and his/her family.

2.4.7. Creates the JMRB agenda and maintains all case files.

2.4.8. Provides JMRB contract agreement updates to all members.

2.5. Director, Airman and Family Readiness Center (375 FSS/FSFR).

2.5.1. Compiles available background information and requests consent for release as needed.

2.5.2. Provides a representative to the JMRB as needed.

2.5.3. Provides assessment counseling if necessary.

2.6. The Chief, Equal Opportunity (375 AMW/EO).

2.6.1. Compiles available background information and requests consent for release.

2.6.2. Provides a representative to the JMRB, as needed, to address EO violations (e.g., racist graffiti, or slurs).

2.7. The Army and Air Force Exchange Service (AAFES) General Manager.

2.7.1. Provides a representative to the JMRB when offenders are involved in shoplifting or other offenses which occur at the exchange.

2.7.2. For all children 12 years of age and younger or any juvenile who has not attained their 18th birthday who commits a shoplifting offense of less than \$50.00, The Exchange Loss Prevention will release them to their sponsor, issue the suspension of AAFES privileges letter to the sponsor, and confiscate the offender's Identification (ID) card. The Exchange Loss Prevention can instruct the offender's sponsor on procedures to obtain a new ID card per instructions on the suspension letter.

2.7.3. The Exchange Loss Prevention will take digital pictures of merchandise which will stay with the incident report.

2.7.4. The military sponsor of the juvenile involved in shoplifting is responsible for restitution of all merchandise shoplifted.

2.7.5. On a case-by-case basis, the board may review video of retail thefts or other incidents. The board chairperson, in coordination with The Exchange Loss Prevention and the legal office, will decide if parents will be allowed to review video. In general, review of video may be considered when requested by the parents of the juvenile, the juvenile does not admit to the theft or there is doubt in the board member's opinion to what has occurred. Video review is not necessary if the juvenile is found with stolen merchandise. All video reviews will be done in coordination with the legal office and The Exchange Loss Prevention.

2.8. The Director, Mental Health Clinic (375 MDG/SGOW).

2.8.1. Compiles available background information and requests consent for release as needed.

2.8.2. Provides a representative to the JMRB as needed.

2.8.3. Provides video reviews and consultation as necessary.

2.9. The unit commander/first sergeant.

2.9.1. Ensures sponsor and juvenile offender are aware of their appointment with the JMRB.

2.9.2. Attends the JMRB as a member for their particular case.

2.9.3. Ensures the orders issued by the board chairperson are enforced.

3. Juvenile Misconduct Review Board. When a juvenile offender, who has not attained his/her 18th birthday as defined in Title 18 United States Code (USC) § 5031, is identified by security forces, he/she will be turned over to his or her sponsor or a responsible adult and issued information letters. (Reference: [Attachment 2](#) and [3](#) outlining the JMRB procedures)

3.1. The JMRB will meet as determined by caseload and type of offense. One program meeting will review cases involving retail theft, and the second meeting will review all other

types of juvenile misconduct. These meetings can be scheduled back-to-back depending on caseload.

3.1.1. The Retail Theft Program Board will include, but is not limited to, the chairperson and representatives from the 375 SFS, the 375 AMW/JA, and The Exchange Loss Prevention. As directed by the chairperson, representatives from base agencies are invited to attend any board session and make recommendations to the chairperson.

3.1.2. Required membership of all other juvenile misconduct reviews will consist of the chairperson and representatives from the 375 SFS, and the 375 AMW/JA. As directed by the chairperson, representatives from base agencies are invited to attend any board sessions and make recommendations to the chairperson.

3.2. The 375 AMW/JA and the 375 MSG/CD will review the cases; cases may be transferred to civil authorities at any time. If not transferred, the sponsor will be made aware of the board date through command channels.

3.3. Attendance at the JMRB is mandatory for military members, the juvenile in question, and the sponsor's commander or first sergeant, unless an exception is granted from the board chairperson via 375 SFS Reports and Analysis (S5R). Military members will attend in uniform (uniform of the day). In circumstances where the military member is unable to attend due to mission requirements (e.g., deployed or extended TDY) a non-military parent may attend on behalf of the member. The sponsoring member is required to attend for families with dual military members. In circumstances as stated above, when the sponsoring parent is not able to attend, the commander and first sergeant of the sponsoring member will be required to attend. For retirees, the program is an option in lieu of direct consideration for appropriate actions from the 375 AMW/CC to include base barment. The sponsor and juvenile will have the opportunity to make statements if they desire at the board proceedings, and they may review the consequences the board is authorized to assess. (Reference: [Attachment 3](#))

3.4. The board will recommend to the chairperson actions to be taken and propose possible community service.

3.4.1. Adult supervision for all activities directed by the board is the responsibility of the sponsor/parent.

3.4.2. Caseworkers and sponsors/parents will ensure youths are not exposed to hazardous environments, adult offenders (suspected or adjudicated); areas where alcoholic beverages or controlled substances are available, and areas that may adversely affect the morals of the youth.

3.5. The board chairperson will make the final determination on actions to be taken.

3.5.1. If the action of the board includes community service or other conditions as the consequences of juvenile actions, the juvenile and sponsor/parent will sign the contract format. (Reference: [Attachment 4](#)) Failure to accept the terms of the contract or violating the contract will result in recommendation for further administrative action by the 375 MSG/CD to the 375 AMW/CC and possible referral to civilian authorities.

3.5.2. Action other than entrance into the program will be handled through security forces and staff judge advocate channels.

3.5.3. If community service is assigned on base, a caseworker from a base organization may be assigned to track the juvenile's progress in the program. A sponsor can be assigned the responsibility to find the appropriate community service to be completed. Sponsor will have the nonprofit organization forward a letter on organizational letterhead to the 375 SFS/S5R indicating the type of work and number of hours completed.

3.5.4. If family counseling and/or individual counseling for family members is recommended as a condition for the Juvenile Misconduct Agreement, the sponsor will obtain a letter of completion from the provider on an official letterhead. Sponsor will forward the letter to the 375 SFS/S5R indicating attendance to the recommended counseling.

3.6. Any open case which is not successfully completed will be formally reviewed for further action by the board.

3.7. The board will review open cases with broken contracts and make recommendations for further administrative action to the board chairperson.

4. Appeals. All persons subject to actions under the provision of this instruction may appeal such actions.

4.1. Submit all appeals, in writing, to the 375 SFS/S5R and then to the 375 MSG/CD, IN TURN, within 10 calendar days of receipt of the action to the board. The responsible unit commander must approve active duty military dependents' appeals. Do not forward appeals if not approved by the unit commander.

4.2. The juvenile's parent or sponsor must originate and sign all appeals. They may include supporting letters and other documentation.

4.3. Appeals are reviewed by the 375 MSG/CD, who makes the recommendation to the 375 MSG/CC for a final decision. After the 375 MSG/CC makes his/her decision, there is no further right of appeal. Additionally, since the 375 MSG/CD initially hears the case, including all mitigating and extenuating circumstances, he/she determines the appropriate consequences, along with the other board members, and he/she signs all correspondence directing disciplinary or administrative action. He/she may also consider having a disinterested party make the recommendation to the 375 MSG/CC for his/her final decision.

4.4. With the written approval of the 375 MSG/CC, the imposition of sanctions can be delayed pending resolution of the appeal. Automatic or minimum sanctions covered in other instructions, such as loss of driving privileges for driving under the influence (DUI) or revocation of exchange privileges for shoplifting may not be appealed with JMRB sanctions.

5. Completion Letters. It is the intent of the program to provide offenders direction and make amends for offenses. To reiterate that purpose, the 375 MSG/CD will ensure a letter of congratulation is mailed to juveniles once they complete their assigned tasks. (Reference: [Attachment 5](#))

LAURA L. LENDERMAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-3026V1_IP, *Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 17 June 2009

Title 18 United States Code Section 5031, *Definitions*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AMW—Air Mobility Wing

CC—Commander

CD—Deputy Commander

DUI—Driving Under the Influence

EO—Equal Opportunity

FSS—Force Support Squadron

JMRB—Juvenile Misconduct Review Board

MDG—Medical Group


MSG—Mission Support Group

SFS—Security Forces Squadron

Attachment 2

JMRB INFORMATION LETTER


Figure A2.1. Sample Letter.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)
	DATE
MEMORANDUM FOR RANK AND NAME OF SPONSOR	
FROM: 375 MSG/CD 206 W. Bucher Street Scott AFB IL 62225-5305	
SUBJECT: Juvenile Misconduct Review Board (JMRB)	
<p>1. As Deputy Commander, 375 MSG, Scott AFB, it is my responsibility to decide on issues of juvenile misconduct which occur on base. AFI 36-3026V1, <i>Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel</i>, and SCOTTAFBI 31-103, <i>Juvenile Misconduct Review Board (JMRB)</i>, dictate that juveniles who commit acts of misconduct can have their base privileges suspended, curtailed, or revoked. In extreme or repeated cases, the juvenile may be barred from Scott AFB which could prevent the family from residing in base housing.</p> <p>2. The Scott Juvenile Misconduct Program is designed to assist in holding juveniles responsible for their actions and to offer parents a more formal approach to discipline. The program requires the full support of the parents to be effective. Unless diverted, each juvenile accused of misconduct will meet the Juvenile Misconduct Board which will evaluate the case, along with any voluntary input from the juvenile and the parents/sponsors. The board is comprised of various base agencies and will recommend action. It is a rehabilitative program and usually includes written essay assignments, community service, counseling, and/or loss of privileges for the youth. Each sanction is based upon the circumstances of the misconduct.</p> <p>3. You will have the opportunity to make a presentation to the board. If a board meeting is scheduled to review your dependent's case, you will be notified by mail if civilian or by your first sergeant or commander if active duty military. You will be required to attend with your dependent, and if a board presentation is not possible, you may direct your request for a waiver to the board through 375 SFS/S5R. Active duty members must be in uniform.</p> <p>4. The Scott Juvenile Misconduct Program is not meant to take the place nor do away with your part in disciplining your child, but provides a more formal rehabilitative tool to help you and your dependent. Your active involvement in this program can weigh heavily in your favor if further disciplinary actions are considered. If you have any questions or comments concerning the Juvenile Misconduct Program, feel free to call the 375th Security Forces Squadron Reports and Analysis Section, (618) 256-5404 or DSN 576-5404.</p>	
NAME IN CAPS, Rank, USAF Deputy Commander, 375th Mission Support Group	
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p> <p>ENABLING RAPID GLOBAL MOBILITY</p>	

Attachment 3


JMRB PROGRAM OPTIONS

Figure A3.1. Sample Letter.

	<p align="center">DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p>	<p align="right">DATE</p>
<p>MEMORANDUM FOR RANK AND NAME OF SPONSOR</p>		
<p>FROM: 375 MSG/CD 206 W. Bucher Street Scott AFB IL 62225-5305</p>		
<p>SUBJECT: Juvenile Misconduct Program Options</p>		
<p>1. The Juvenile Misconduct Program offers juveniles accused of misconduct the opportunity to give back positively to the Scott AFB community. You may suggest the length and kind of community service you desire to perform. The JMRB will support your request or recommend other options based on the offense and your explanation. I will make the final decision. Options available, but are not limited to:</p>		
<ul style="list-style-type: none"> a. Community Service. b. Revocation of Privileges. (Examples: 375 FSS, Commissary, Housing, or Base Access privileges.) c. Family counseling and/or individual counseling for family members. d. Writing essays and speaking to various groups on lessons learned, identifying values, providing information and suggesting alternatives. 		
<p>2. The goal of the board is to assist individuals and families deal positively with situations that are difficult, and in some cases violate laws. We want to help, but realize you must decide help is needed. The choice is yours!</p>		
<p align="right">NAME IN CAPS, Rank, USAF Deputy Commander, 375th Mission Support Group</p>		
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p>		
<p align="center">ENABLING RAPID GLOBAL MOBILITY</p>		

Attachment 4
JMRB AGREEMENT

Figure A4.1. Sample Letter.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)
DATE _____	
MEMORANDUM FOR NAME AND ADDRESS OF JUVENILE	
FROM: 375 MSG/CD 206 W. Bucher Street Scott AFB IL 62225-5305	
SUBJECT: Juvenile Misconduct Review Board Agreement	
1. In the matter of Scott AFB versus <u>Name of Juvenile</u> , you have been placed under the following Juvenile Misconduct Agreement and period of supervision, effective this date. You will complete:	

2. This program is voluntary and you may withdraw at any time. However, if this occurs or if you fail to meet the terms and provisions of this agreement, the original offense may be referred to the installation commander for disciplinary consideration, to include base barment.	
3. You have until _____ to fulfill the terms of this agreement.	
NAME IN CAPS, Rank, USAF Deputy Commander, 375th Mission Support Group	
1st Ind, (Insert Info)	Date _____
MEMORANDUM FOR 375 MSG/CD	
I promise to live up to the program agreement requirements, and I realize that failure to do so may result in the revocation of my base privileges (i.e., driving, base exchange, and/or 375 FSS), barment from Scott AFB resulting in the possibility that my family may be required to vacate on-base housing.	
_____ (Signature of Juvenile)	
_____ (Print Name and Home Phone Number)	
The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.	
ENABLING RAPID GLOBAL MOBILITY	

2nd Ind. to Parent(s)/Guardian, Date, Juvenile Misconduct Review Board Agreement

I agree to take part in this program and ensure my child and I comply with the terms of this agreement. **I will immediately contact my commander or first sergeant (if active duty), or the Security Forces Reports & Analysis Section, (618) 256-5404, should I encounter any problems in fulfilling this agreement.** I understand that further administrative action may be taken if either my child or I withdraw from or fail to meet the terms of this agreement

(Signature of Parent/Guardian)

(Print Name, Grade/Rank, and Duty Phone)


NOTES:

1. It is your responsibility to ensure your community service hours are documented and forwarded to 375 SFS/S5R prior to the agreement completion date. Failure to do so will result in your offense referred to the installation commander for action which may include barment consideration.
2. You are to perform community service at a not-for-profit, community, or government organization of your choice. The organization will need to send a letter on their letterhead to 375 SFS/S5R, 832 South Drive, Scott AFB IL 62225-5361, indicating community service was completed and the number of hours completed.
3. The provider of the family counseling and/or individual counseling for family members will need to send a letter on their official letterhead to 375 SFS/S5R, 832 South Drive, Scott AFB IL 62225-5361, indicating attendance to the recommended counseling.
4. You will need to hand deliver your essay to the Board Administrator at, (618) 256-5404/DSN 576-5404, 375 SFS/S5R, 832 South Drive, Scott AFB IL 62225-5361.
5. Contact the Board Administrator at, (618) 256-5404/DSN 576-5404, 375 SFS/S5R, 832 South Drive, Scott AFB IL 62225-5361 for any problems or questions.

Attachment 5

CONGRATULATORY LETTER

Figure A5.1. Sample Letter.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)
DATE	
Rank and Name of Chairperson Deputy Commander, 375th Mission Support Group 206 W. Bucher Street Scott AFB IL 62225-5305	
Mr./Ms. Juvenile's Name 123 Juvenile Street Scott AFB IL 62225-5000	
Dear Mr./Ms. Juvenile	
<p>On behalf of the 375th Air Mobility Wing Juvenile Misconduct Review Board (JMVB) members, I congratulate you for successfully completing the Scott AFB Juvenile Misconduct Program. Although you made a mistake, it is my sincere hope this program was helpful in showing you are responsible for your actions and there are consequences for the decisions that you make. Our goal is for you to remember this lesson so if you are tempted in the future, you will make the right decision.</p> <p>Everyone makes mistakes. What separates those who will be successful in life from those who will not, is admitting a mistake, and taking action to apologize and rectify the situation. By completing the Diversion Program, you have shown your desire to move forward in a positive direction. On behalf of all the board members, I wish you all the best.</p>	
Sincerely	
NAME IN CAPS, Rank, USAF Deputy Commander, 375th Mission Support Group	
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p> <p>ENABLING RAPID GLOBAL MOBILITY</p>	